



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

NOTE: College transcripts must be included with application. Please include IPR number on the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET I (2 pos)

Squad Technician
Region 3/District 4/Program Development
Highways
Peoria

Attachments
40771

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: College transcripts must be included with application. Please include IPR number on the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician I (2 Positions)

Salary Range: \$2,640 - \$3,750

Position Title: Squad Technician

Union Position: ☒ Yes ☐ No

Position Number: PW011-23-54-303-10-01

IPR#: 40771

Office/Central Bureau/District/Work Address:

Division of Highways / Region 3 / District 4 / Bureau of Program Development / 401 Main, Peoria, IL

Description Of Duties:

This position performs basic studies and plans activities.

Special Qualifications:

The following criteria is desired:

- Associate Degree from an accredited two-year civil engineering technology program, or knowledge, skill and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation, reading of design plans, and ability to utilize CADD (MicroStation or Auto CADD)
- Working knowledge of math to include trigonometry
- Knowledge of material testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

A college transcript must be submitted with application.

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 3, 2014	POSITION:	Squad Technician
APPROVED BY:	<u>Kensil Garnett</u> Kensil Garnett, Acting Regional Engineer	OFFICE/DIVISION:	Highways/Region 3/District 4
CODE:	PW011-23-54-303-10-01	REPORTS TO:	Senior Squad Leader/Squad Leader

Position Purpose

This position is accountable for performing very basic studies and plans activities.

Dimensions

Various Studies and Plans Activities

Nature and Scope

This position reports to the Senior Squad Leader or Squad Leader as do other Squad Engineers and/or Squad Technicians.

This position is accountable for providing assistance to Senior Squad Leader or Squad Leader on the accomplishment of studies and plans activities. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails ensuring all work assigned and completed meets department standards and procedures. A typical problem is to plot a cross-section accurately and on time.

The incumbent is personally accountable for plotting and inking all plans, profiles, cross-sections, and detail sheets; making minor computations, and assists the other designers on various design plan activities.

The incumbent's activities are reviewed very closely by the Senior Squad Leader or Squad Leader. The incumbent is constrained by all Departmental policies.

The effectiveness of this position can be measured on the ability of the incumbent to accomplish all assignments in the effective and efficient manner.

Principal Accountabilities

1. Perform basic design plan activities.
2. Perform basic mathematical computations.
3. Rotates to other bureaus within the district as part of the rotational training program.
4. Perform other duties as assigned.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.